



# Delaware Employment Link Applicant User Guide



## Find Your Future in the First State

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# Find Your Future in the First State

## Log into DEL

You must be connected to the Internet to enter DEL.

First, launch the internet program. It is best to use Internet Explorer

Enter the address   <http://www.delawarestatejobs.com/>

Click the search icon  to get to the "Home" page of DEL:



The screenshot shows the Delaware Employment Link website. At the top, there is a header for the State of Delaware with a search bar and a dropdown menu for State Services & Information. Below the header, the main banner features a photo of two people working on a large map, with the text "Delaware Employment Link" and the tagline "Explore. Apply. Succeed." To the right of the banner is a "Featured Job" section listing a job titled "Architect" at the DNREC Office of Natural Resources / Parks and Rec. in Kent County. Below the banner is a "Job Search" section with a search bar and buttons for "View Open Jobs", "My Applications", "Update Info", and "Email Alerts". There are also sections for "Explore" and "Apply" with various links and a photo of two people working. The footer includes the Delaware Employment Link logo, social media links, and a navigation bar with links to Delaware.gov, Privacy, Translate, Contact, and Phone Directory.

# Find Your Future in the First State

There are many ways to do a job search in DEL:



1. Enter keywords in the Search box (i.e. Accountant, Engineer) to find positions in your area of interest and then select "Search".

OR

Select the View Open Jobs Button to take you to a list of open jobs.



# Find Your Future in the First State

The screenshot shows the Delaware Employment Link website. At the top, the State of Delaware logo and name are displayed. Below this, the "Delaware Employment Link" header includes the tagline "Explore. Apply. Succeed." and a search bar. A featured job listing for an "Architect" position is shown on the right, detailing the agency (DNREC) and location (Kent County). The main section is titled "Job Search" and contains a search box with the word "Accounting" entered. Below the search box are four radio buttons for "Statewide Search", "New Castle", "Kent", and "Sussex". To the right of the search box are four yellow buttons: "View Open Jobs", "My Applications", "Update Info", and "Email Alerts". Below the search box, there are two columns of links. The "Explore" column lists "Top Reasons to Apply", "Featured Careers", "Hiring Process", "Job Seeker Resources", and "Disability Resources". The "Apply" column lists "How do I Apply", "Merit Opportunities", "Non-Merit Opportunities", "Casual/Seasonal Jobs", and "Help Center". Four red arrows point upwards from the "Explore" and "Apply" sections towards the "Job Search" section. A large white box with the number "2" is overlaid on the bottom of the search box area. The footer contains the Delaware Employment Link logo, social media icons, and a list of links: "Delaware.gov", "Privacy", "Translate", "Contact", and "Phone Directory".

State of Delaware  
The Official Website of the First State

Delaware Employment Link  
Explore. Apply. Succeed.

Featured Job

Job Title:  
**Architect**

Agency / Department:  
DNREC  
Office of Natural Resources / Parks and Rec.

Location:  
Kent County  
Richardson & Robbins Bldg.

Job Search

Accounting Search

Statewide Search New Castle Kent Sussex

View Open Jobs My Applications

Update Info Email Alerts

Explore

- Top Reasons to Apply
- Featured Careers
- Hiring Process
- Job Seeker Resources
- Disability Resources

Apply

- How do I Apply
- Merit Opportunities
- Non-Merit Opportunities
- Casual/Seasonal Jobs
- Help Center

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Delaware Employment Link

Delaware.gov Privacy Translate Contact Phone Directory

2. Select a Statewide search or search by county (i.e. New Castle, Kent, and Sussex) by selecting one of the radio buttons below the search box and selecting "Search".

# Find Your Future in the First State



3. Select the link for the type of job you wish to apply for:
- Merit System Opportunities
  - Non Merit System Opportunities
  - Casual/Seasonal Jobs

For more information on Job Types go to  
<http://www.delawarestatejobs.com/apply/job-types-merit.shtml>



# Find Your Future in the First State

For Non Merit Opportunities select the agency you wish to explore opportunities with and then find their employment section.

The screenshot shows the 'State of Delaware' website header with the tagline 'The Official Website of the First State'. Below the header is the 'Delaware Employment Link' section with the tagline 'Explore. Apply. Succeed.'. The main content area is titled 'Non-Merit Opportunities' and includes a brief explanation of the term. A table lists various agencies and departments, with a red arrow pointing to the 'Judicial Branch' entry. The footer contains social media links and a navigation bar.

**State of Delaware**  
The Official Website of the First State

**Delaware Employment Link**  
*Explore. Apply. Succeed.*

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Help Center  
Our Location

**Services +**  
View Jobs  
Application Status  
Career Counseling  
Compensation Calculator

**Information +**

**Benefits +**

**Featured Careers +**

**Non-Merit Opportunities**

What does the term "Non-Merit mean? State of Delaware government positions in this category are not governed by a Merit System of Personnel Administration or the State of Delaware Merit Rules.

Select from the list below to see Non-Merit Opportunities

Delaware Economic Development Office	Judicial Branch
Delaware National Guard	Justice, Department of
Delaware State Housing Authority	Public Defender's Office
Delaware State Police	Technology and Information, Department of
Delaware Technical & Community College	Education, Department of, Applicant Login
Education, Department of	
School Profiles - select the School District to go to their website to find employment opportunities	

View List of Merit System Agencies

Delaware Employment Link

Delaware.gov | Privacy | Translate | Contact | Phone Directory

Note: If you sign up for e-mail alerts, the Non-Merit jobs will not be included. Make sure you check these links often so you do not miss any opportunities.

# Find Your Future in the First State

## Searching Merit System Agency Jobs:

Once you select the View Open Jobs, you will get a listing of Merit jobs that are open. They will be sorted by deadline. You will also have the option to sort by job category, salary, location or an alphabetical list by using the dropdowns at the top of the page.

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How to Apply  
Job Seeker Resources  
Practice Application  
Reasons to Apply  
Special Appointments  
Testing Locations  
Veterans Information

**Benefits +**

**Featured Careers +**

**Current Job Postings**  
Showing: All Categories Sorted by: Closing Date

Job Categories Sort By Accounting Search

**Open to the Public**  
OC Open Competitive  
CS Casual / Seasonal  
**State Employees Only**  
MO Merit Only  
IH In-House  
View All

Closes in 9 hours

**OC** Human Resources Manager III (Human Resources Director)  
Salary: \$66,175/Min - \$82,719/Mid  
Location: DelDOT Administration Building, Dover  
Closes in 9 hours

**IH** Probation and Parole Supervisor (Open to State of DE Dept. of Correction Merit Employees Only)  
Salary: \$47,034/Min - \$58,793/Mid - Hazardous Duty A1 \$3120.00  
Location: Parkway Probation and Parole Office, New Castle  
Closes in 9 hours

**CS** Residential Aide  
Salary: \$9.26/hour  
Location: DE Hospital for the Chronically Ill, Smyrna  
Closes in 9 hours

**OC** Unit Director  
Salary: \$54,017/Min - \$67,521/Mid  
Location: Herman Holloway Campus, New Castle  
Closes in 9 hours

**IH** Correctional Sergeant (Open to State of DE Dept. of Correction Merit Employees Only)  
Salary: \$35,715/Min-\$47,620/Mid-U10D Pay Plan-Hazardous Duty A1 \$3120.00  
Location: Kent County Community Correction Center-Employees may be required to work at, or  
Closes in 9 hours

**OC** Developmental Disabilities Residential Unit Manager  
Salary: \$38,515/Min - \$48,144/Mid  
Location: Stockley Center, Georgetown  
Closes in a day

**OC** Electronic Court Reporter I  
Salary: \$25,663/Min - \$32,079/Mid  
Location: Sussex County Courthouse, Georgetown  
Closes in a day



# Find Your Future in the First State

If you search by closing dates, the postings will be listed in order of closing dates with the ones closing earliest on top.

The screenshot shows the 'Current Job Postings' page. On the left is a navigation menu with sections: Home, Services, Information, Benefits, and Featured Careers. A red arrow points from the 'Career Counselor' link in the Services section to the 'Sort By' dropdown menu. Another red arrow points from the 'Closing Date' option in the dropdown menu to the 'Showing: All Categories Sorted by: Closing Date' text at the top of the job listings. The job listings are sorted by closing date, with the earliest closing date at the top. Each listing includes a category icon (OC, IH, CS, MO), job title, salary range, location, and closing date. An 'Apply' button is next to each listing.

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Veterans Information

**Benefits** +  
**Featured Careers** +

**Current Job Postings**  
Showing: All Categories Sorted by: Closing Date

Job Categories Sort By Search

Closing Date  
A - Z  
Agency  
Location  
Salary

**OC** Equipment Mechanic  
Salary: \$27,909/Min - \$47,620/Mid  
Location: Canal District  
Closes in 9 hours

**OC** Food Service Worker  
Salary: \$18,049/Min - \$21,375/Mid  
Location: DE Hospital for the Chronically Ill, Smyrna  
Closes in a day

**OC** Security Officer  
Salary: \$23,986/Min - \$29,983/Mid  
Location: Emily P. Bissell Hospital, Wilmington  
Closes in a day

**IH** Correctional Sergeant (Open to State of DE Dept. of Correction Merit Employees Only)  
Salary: \$35,715/Min - \$47,620/Mid - U10D Pay Plan- Hazardous Duty A1 \$3120.00  
Location: Sussex County Community Correctional Center-Employees may be required to work at, or  
Closes in a day

**CS** Accounting Specialist  
Salary: \$14.08/hour  
Location: Jesse Cooper Building, Dover  
Closes in 2 days

**MO** Human Resources Specialist III (Open to State of Delaware Merit Employees Only)  
Salary: \$44,094/Min - \$55,117/Mid  
Location: Richardson & Robbins Bldg, Dover  
Closes in 2 days

**OC** Security Officer Supervisor  
Salary: \$27,458/Min - \$34,323/Mid  
Location: Herman Holloway Campus, New Castle  
Closes in 2 days

**IH** Senior Social Worker/Case Manager (Open to Dept. of Health and Social Services Merit Employees Only)  
Salary: \$33,638/Min - \$42,047/Mid  
Location: Milford Riverwalk Center, Milford  
Closes in 2 days

**IH** Administrative Specialist III (Open to State of DE. DHSS Merit Employees Only)  
Salary: \$29,384/Min - \$36,730/Mid  
Location: Churchmans Center, New Castle  
Closes in 2 days

**OC** Engineering/Planning/Surveying Technician II (Survey Technician)

If you search by alphabetical listing, the jobs are listed in Alphabetical order A-Z:

The screenshot shows the 'State of Delaware' website with the 'Delaware Employment Link' section. The page is titled 'Current Job Postings' and shows 'Showing: All Categories Sorted by: Job Title'. A search bar is visible with a dropdown menu for 'Job Categories' and a 'Sort By' dropdown menu. The 'Sort By' menu is open, showing options: 'Closing Date', 'A - Z', 'Agency', 'Location', and 'Salary'. A red arrow points to the 'A - Z' option. Below the search bar, a list of job postings is displayed, each with a category icon (IH, OC, CS), title, salary range, location, and closing date. The jobs are listed in alphabetical order by title. A red arrow points to the 'A - Z' option in the 'Sort By' dropdown menu.

**State of Delaware**  
The Official Website of the First State

**Delaware Employment Link**  
Explore. Apply. Succeed.

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Special Appointments  
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Veterans Information

**Benefits +**

**Featured Careers +**

**Current Job Postings**  
Showing: All Categories Sorted by: Job Title

Job Categories Sort By Search

Closing Date  
A - Z  
Agency  
Location  
Salary

Location: Fox Valley, W  
Closes in 3 days

**IH** Accounting Specialist (Open to State of DE Dept of Transportation Merit Employees Only)  
Salary: \$27,458/Min - \$34,323/Mid  
Location: DelDOT Administration Building, Dover  
Closes in 9 hours

**IH** Administrative Specialist I (Open to Office of Management and Budget Merit Employees Only)  
Salary: \$25,663/Min - \$32,079/Mid  
Location: Business Enterprise Park, Dover  
Closes in 3 days

**IH** Administrative Specialist II (Open to SCYF/Child Mental Health Services Merit Employees Only)  
Salary: \$27,458/Min - \$34,323/Mid  
Location: Delaware Youth and Family Ctr, Wilmington  
Closes in 3 days

**OC** Application Support Project Leader  
Salary: \$54,017/Min - \$67,521/Mid  
Location: Herman Holloway Campus, New Castle  
Closes in 15 days

**OC** Architect  
Salary: \$50,485/Min - \$63,106/Mid  
Location: Richardson & Robbins Bldg, Dover  
Closes in 10 days

**CS** Certified Nursing Assistant

If you search by salary listing, the result will be from highest salary to lowest. You cannot enter an exact salary in the search box to filter.

# Find Your Future in the First State

**State of Delaware**  
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*Explore. Apply. Succeed.*

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**Benefits +**

**Featured Careers +**

**Current Job Postings**  
Showing: All Categories Sorted by: Salary

Job Categories Sort By Search

**OC Delaware Psychiatric Institute**  
of Delaware Merit System  
Salary: \$74,882/Min - \$99,842/Max  
Location: Herman Holloway Campus, New Castle  
Closes in 2 months

**OC Nursing Director** (This position is Exempt from the State of Delaware Merit System)  
Salary: \$74,882/Min - \$99,842/Max  
Location: Delaware Veterans Home, Milford  
Closes in 2 months

**OC Nurse Consultant**  
Salary: \$59,752/Min - \$76,169/Max  
Location: Thomas Collins Building, Dover  
Closes in 6 months

**OC Nursing Supervisor**  
Salary: \$58,532/Min - \$71,188/Max  
Location: Herman Holloway Campus, New Castle  
Closes in a month

**OC Nursing Supervisor**  
Salary: \$57,941/Min - \$71,188/Max  
Location: Stockley Center, Georgetown  
Closes in 6 months

**OC Epidemiologist III**  
Salary: \$57,798/Min - \$72,248/Max  
Location: Thomas Collins Building, Dover  
Closes in 22 days

**OC Epidemiologist III**  
Salary: \$57,798/Min - \$72,248/Max  
Location: Thomas Collins Building, Dover  
Closes in 21 days

**OC Registered Nurse III**  
Salary: \$54,650/Min - \$66,527/Max  
Location: Herman Holloway Campus, New Castle  
Closes in 7 days

If you search by location, the results are sorted Alphabetical by city.



# Find Your Future in the First State

The screenshot shows the 'Current Job Postings' page on the Delaware State website. The left sidebar contains a navigation menu with categories: Home, Services, Information, Benefits, and Featured Careers. The main content area displays a list of job postings with details such as job title, salary range, location, and closing date. A dropdown menu is open for the 'Sort By' field, showing options: Closing Date, A - Z, Agency, Location, and Salary. A red arrow points to the 'Location' option in the dropdown. Another red arrow points to the 'Practice Applications' link in the left sidebar. A third red arrow points to the 'Benefits' link in the left sidebar. A fourth red arrow points to the 'Featured Careers' link in the left sidebar. A small 'on' button is visible at the bottom left of the page.

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Practice Applications  
Reasons to Apply  
Special Appointments  
Testing Locations  
Veterans Information

**Benefits** +  
**Featured Careers**

**Current Job Postings**  
Showing: All Categories Sorted by: Location

Job Categories Sort By Search

**OC** Equipment Mechanic  
Salary: \$27,909/Min - \$31,100/Mid  
Location: Canal District  
Closes in 9 hours

**OC** Registered Nurse  
Salary: \$49,895/Min - \$66,527/Mid  
Location: Fox Run Building, Bear  
Closes in 2 months

**IH** DNREC Enforcement Officer V (Open to DNREC Merit Employees Only)  
Salary: \$54,375/Min - \$56,007/Mid \*\*5% Shift differential  
Location: New Castle County Enforcement, Delaware City  
Closes in 5 days

**OC** Nurse Consultant  
Salary: \$59,752/Min - \$76,169/Mid  
Location: Thomas Collins Building, Dover  
Closes in 6 months

**OC** Architect  
Salary: \$50,485/Min - \$63,106/Mid  
Location: Richardson & Robbins Bldg, Dover  
Closes in 22 days

**MO** Human Resources Specialist III (Open to State of Delaware Merit Employees Only)  
Salary: \$44,094/Min - \$55,117/Mid  
Location: Richardson & Robbins Bldg, Dover  
Closes in 2 days

**CS** Dental Assistant  
Salary: \$13.16/hour  
Location: Jesse Cooper Building, Dover  
Closes in 5 months

**IH** Administrative Specialist I (Open to DNREC Merit Employees Only)  
Salary: \$25,663/Min - \$32,079/Mid  
Location: Weyandt Hall, Dover  
Closes in 6 days

**OC** Correctional Records Technician  
Salary: \$25,663/Min - \$32,079/Mid - 5% Shift Diff  
Location: DOC Administration Building, Dover  
Closes in 6 days

**OC** Engineer I (Design Engineer)  
Salary: \$46,895/Min - \$55,348/Mid  
Location: DelDOT Administration Building, Dover  
Closes in 6 days

on

Note: you can also enter the city in the search box for a more filtered search.

# Find Your Future in the First State

## Review the Job Postings

Click on the actual “Job Title” to view the complete job posting and to view the job duties and requirements.

Delaware.gov / Tail Only

Governor | General Assembly | Courts | Elected Officials | State Agencies

State of Delaware  
The Official Website of the First State

Your Search: [SEARCH]

Office of Management and Budget :: Human Resource Management :: Employment Services :: Delaware State Jobs :: [Return to DEL Career Opportunities](#)

**Accounting Specialist**  
Recruitment #060414-MAILBOX-400130

Opening Date: 6/5/2014  
Closing Date: 6/11/2014 11:59:00 PM  
Type of Recruitment: Open Competitive  
Salary: Yearly: \$27,458.00Min - \$34,323.00Max  
Pay Grade: 8  
Employment Type: Actual Vacancy  
Employment Term: Regular  
Agency: DNREC/Office of the Secretary/Financial Services  
Location(s): Richardson & Robbins Bldg (33 Kings Highway, Dover, DE, 19901)  
Contact Name: DNREC Human Resources  
Contact Phone: 302.739-9981

[Go Back](#) [Apply](#) [View Benefits](#)

**SUMMARY STATEMENT**  
This level represents technically advanced and distinguished from the Technician level by need advanced technical knowledge, both of which rules and regulations. Work encompasses the complex fiscal/financial/wedding functions. It is more broad in functional scope and/or requiring application of complex state or federal program laws of activities as described in Essential Functions.

**ESSENTIAL FUNCTIONS**  
Essential functions are fundamental, core functions common to all positions in the class and are not intended to be an exhaustive list of every job duty for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Compute fiscal/financial transactions.
- Record/reconcile transactions/accounts.
- Classify and code fiscal/financial transactions.
- Review to ensure compliance with required documentation, computations, codes, signatures, and rules/regulations.
- Record fiscal/financial transactions to various financial information systems.
- Interact with public/private sector to provide/obtain information.

# Find Your Future in the First State

Make sure you meet  
the  
Job Requirements  
and any  
Selectives that are  
listed on the  
posting.



**JOB REQUIREMENTS**

**JOB REQUIREMENTS for Accounting Specialist**  
Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Possession of an Associate degree or higher in Accounting or related field.

OR

- Possession of a Bachelor degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field.

OR

1. One year experience in processing financial transactions in areas such as accounting, auditing, payroll, or taxes.
2. One year experience in creating financial reports which includes combining and presenting financial data from multiple sources in an organized format.
3. One year experience in using an automated information system to enter, update, modify, delete, retrieve and report on data.
4. Six months experience in determining compliance of financial transactions with required documentation, computations, codes, signatures, and rules/regulations.

**CONDITIONS OF HIRE**  
Applicants must be legally authorized to work in the United States. DNREC does not provide sponsorship for holders of H-1 B Visas.

**BENEFITS**  
To learn more about the comprehensive benefit package please visit our website at:  
<http://www.civilservice.com>

**SELECTION PROCESS**  
The application and supplemental questionnaire are evaluated based upon a rating of your education, training and experience as they relate to the job requirements of the position. It is essential that you provide complete and accurate information on your application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list name of educational provider, training course titles and summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including your employment, education and training history as it relates to the job requirements.

Once you have submitted your application on-line, all future correspondence related to your application will be sent via email. Please keep your contact information current. You may also view all correspondence sent to you by the State of Delaware in the "My Applications" tab at [www.delawarestatejobs.com](http://www.delawarestatejobs.com)


**ACCOMMODATIONS**  
Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-252-5480 for assistance. The State of Delaware - An Equal Opportunity and Affirmative Action Employer.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

Contact us via conventional means

Apply Online



For further assistance, you may contact us at:  
at (302) 739-5458, or e-mail at [jobs@delstate.gov](mailto:jobs@delstate.gov)

[job map](#) | [about this site](#) | [contact us](#) | [feedback](#) | [delaware.gov](#)



Once you have found a job that you would like to apply for, you will begin the on-line application process by selecting the Apply button on the posting.

## Starting the Application Process



# Find Your Future in the First State

Once you have selected the apply button you will see this screen.

Delaware.gov | First Step

Home | General Assembly | Courts | Election Office | State Archives

State of Delaware  
The First State

Your Search: [ ] [ ]

Office of Management and Budget | Human Resource Management | Employment Services | Delaware State Jobs | **Return to DEL Career Opportunities**

**Application instructions**  
Your Responsibilities as the Applicant

1. Before sending your application to the State of Delaware, it is your responsibility to ensure completeness of all information submitted in the application. If you want like a copy of the application for your records, it is your responsibility to print a copy to the "Review" button.
2. You are required to provide a valid email address. It is to be noted that you receive an email confirming that your application was sent to the State of Delaware. This email is sent immediately upon receipt of your application. You must receive this confirmation email within one day after clicking on the "Send" button.
3. If you do not receive the confirmation email, it is your responsibility to contact the Office of Management and Budget/Human Resource Management. If you fail to do so, your application may not be considered for the opening for which you have applied.
4. Cookies must be turned on in your browser in order to use the online application system. [Click here for more information about how cookies are used.](#)
5. Please do not open two applications in different browser windows at the same time. You can only have one application open at a time.

**Note:**  
Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the internet.

The Office of Management and Budget/Human Resource Management and the developers of the State of Delaware online employment application system are not responsible in any way for any computer hardware or software malfunction which may affect your employment application or the applicant selection process.

By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use the online employment application system only for the submission of bona fide employment applications to State of Delaware. Any other use of the online employment application system, including without limitation any copying, downloading, simulation, decompiling or reverse engineering of the system, data, or related software, shall be a violation of the Terms of Use Agreement.

☐ I agree with the above terms of use.

[I am a new user](#) [I have registered previously](#) [Forgot my password](#)

Site map | About this site | Contact us | Privacy policy | Accessibility | Delaware.gov

## Previously Registered:

If you have already created a user account in DEL, just click on "I have Registered Previously" to log back in and begin a new application.

## Retrieving Your UserID or password:

If you forget your UserID or password the system will find it for you. You will see two links on this page, [Forgot Your UserID?](#) or

[Forgot Your Password?](#).

Click the appropriate link and fill in the information requested.

Click [Retrieve ID](#) and your UserID will be displayed or click [Send my Password](#) and your password will be emailed to you.

(Make sure you keep your e-mail current!



# Find Your Future in the First State

If you continue to have problems logging in, please contact us at [jobs@state.de.us](mailto:jobs@state.de.us) or call (302)739-5458

## First Time User:

If you are a first time user in DEL, when you click on “Apply”. You will select the “I am a New User” Icon. You will then be prompted to create your own personal/confidential user account which will enable you to complete the on-line application.

## Register a New Username

1. Click 

2. Enter the requested information.

You are required to provide the following information for tracking purposes.

First Name

Last Name

First 3 letters of Last Name at Birth

Last 4 digits of Social Security Number

Month of Birth

Day of Birth

We will correspond with you via e-mail. Please make sure that your e-mail address is correct. If you do not have e-mail you can sign up for free e-mail at [Yahoo!Mail](mailto:Yahoo!Mail).

e-mail address

confirm e-mail address

Please give yourself a UserID which is at least 8 characters.

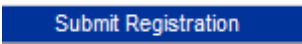
UserID  (up to 10 characters)

Please select a Password which is at least 8 characters and a combination of letters and digits.

Password  (8 character minimum, must include both letters and digits)

Re-enter Password

Record your UserID and Password for completing or copying another application in the future.



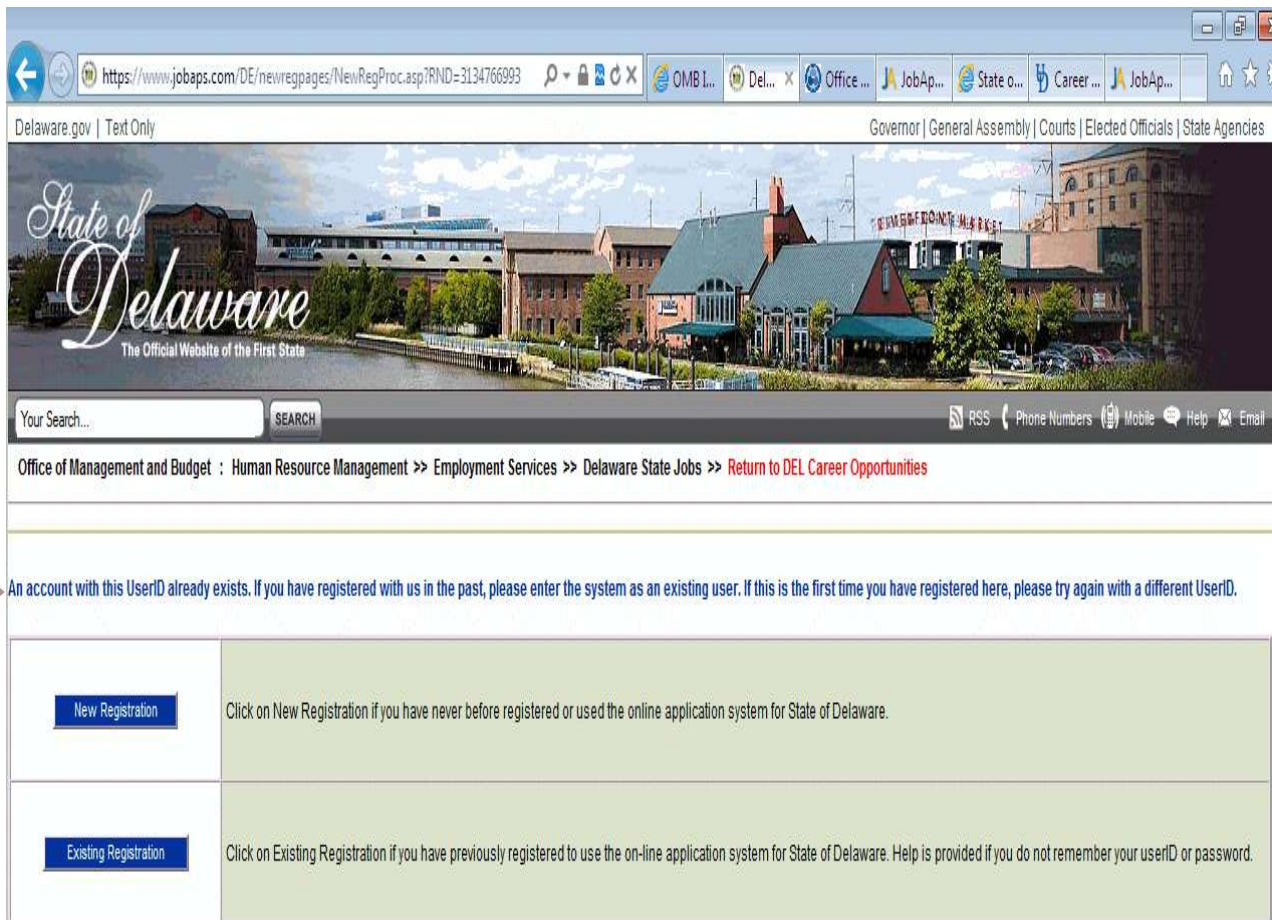
3. Once you have entered all of the information, click
4. You are now registered in DEL.
5. The application will open and you can complete now or at a later time. Once it is complete, you will be able to copy your information into other applications when you apply.

Write your UserID and password down for future use.

You can click on the underlined words to sign up for free now.

Numbers (1, 2, 3...)

# Find Your Future in the First State



The screenshot shows the Delaware State Jobs website. At the top, there is a navigation bar with links for Governor, General Assembly, Courts, Elected Officials, and State Agencies. Below this is a banner image of a Delaware cityscape with the text "State of Delaware The Official Website of the First State". A search bar is located below the banner. The main content area shows a breadcrumb trail: "Office of Management and Budget : Human Resource Management >> Employment Services >> Delaware State Jobs >> Return to DEL Career Opportunities". A red arrow points to a message box that says: "An account with this UserID already exists. If you have registered with us in the past, please enter the system as an existing user. If this is the first time you have registered here, please try again with a different UserID." Below this message is a table with two rows: "New Registration" and "Existing Registration".

New Registration	Click on New Registration if you have never before registered or used the online application system for State of Delaware.
Existing Registration	Click on Existing Registration if you have previously registered to use the on-line application system for State of Delaware. Help is provided if you do not remember your userID or password.

## Important!

If this pop up window appears while trying to register, it means that an account with this UserID already exists as seen by the note at the top of the screen. Go back and register as a new user again and use a different **unique UserID**

If you get this screen without the note at the top you probably have an existing registration. So enter as a registered user and use the "Forgot userID" and "Forgot Password" icons or contact our office.

## My Job Applications



## Find Your Future in the First State


If you have previously applied for positions in DEL you will see a screen similar to this:

**My Job Applications**

From the list below, choose the application you wish to copy into the new application for the Job: **Accounting Specialist**. Then click on the "Copy" button next to that job. The application you are "copying from" will still be saved and the new application will open to allow you to modify and send it in.

My Job Applications - order by: Deadline ▼ [Return to Delaware Employment Link Career Opportunities](#)

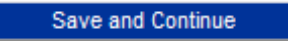
Job Title/Bulletin Number	Date Sent	Deadline	General Job Info	Status/Disposition	Score	Last Notice	View Notices
 <a href="#">Family Service Assistant I</a> <a href="#">031307-MDDN01-3700</a>	Not Sent	Open	<a href="#">Recruitment Status</a>				
 <a href="#">Administrative Specialist I</a> <a href="#">031607-MAAA01-fffff</a>	Not Sent	03/22/07 11:59 PM	<a href="#">Recruitment Status</a>				

To apply for the current position, click on one of the  icons and all of your stored information will transfer to the new application. If you have never applied before and you just registered as a new user, you will not get the copy screen above. A new application will open and you will need to enter all of the required information into the application and submit.

**Remember:**

**You must complete the supplemental questionnaire on each application that you submit.**

**You must also go to the Profile Tab and select the location(s) that interest you and select how you heard about the position.**

**Save and continue**  **on each tab before submitting**

**Note: Read the important tips on page 32 about copying your supplemental questionnaire answers from one application to another.**

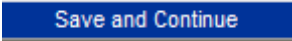
### The Employment Application

The employment application is divided into nine tabbed sections.

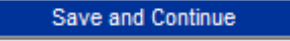
## Find Your Future in the First State




Any area that includes a \* (red asterisk) MUST be completed in order to open the next tabbed section.


Once you have completed the information in a section, click  to save your work on that tab and open the next section.

You will be able to go back and make changes if desired.

The system is setup to automatically save your data every time you complete a section by pressing .

Note: To finish your application at a later time, save your work, exit out and when you are ready to return to the application simply click  from the home page and select the application that you need to finish.



The application will have a "Finish" symbol at the top to remind you that the application is not complete. Click  to continue completing the application or to make revisions to the application.

# Find Your Future in the First State

## Completing the Supplemental Questionnaire

For each question, click the radio button ☐ that best meets your knowledge or experience level and then enter your **detailed** response in the text box. Make sure that your education and work history supports your answers.

Do you have possession of a Bachelors degree or higher in Chemistry, Biochemistry, Biotechnology, or related field.

Yes ☐

No ☐

To support your response, please provide a detailed description of your work experience to include employer, dates of employment, job title and duties. For education and training to support knowledge requirements, please provide educational providers, training course titles and summary of course content.

Do you have six months experience in using laboratory equipment and instrumentation.

Yes ☐

No ☐

To support your response, please provide a detailed description of your work experience to include employer, dates of employment, job title and duties. For education and training to support knowledge requirements, please provide educational providers, training course titles and summary of course content



## Find Your Future in the First State

### EEO/AA

This EEO survey is **voluntary**. You can enter your EEO/AA information on this Tab to help us comply with state and federal record keeping and reporting requirements. Hiring Managers **will not** have access to this page.

[Help](#)[Job Info](#)

The State of Delaware Employment Application

Child Support Specialist I #SA-MDDA01-F

[EEO/AA](#)[Profile](#)[School](#)[Work](#)[Resume](#)[Review](#)[Send](#)[Exit](#)

It is the policy of the State of Delaware to assure equal and fair treatment in all aspects of employment opportunities and to not discriminate on the basis of gender, race, color, religion, national origin, marital status, disability, sexual orientation, age or Vietnam Era Veterans status. The information requested in this voluntary applicant survey will be used to assist state agencies in complying with state and federal record keeping and reporting requirements. Please provide the following information to document and assess the effectiveness of our Affirmative Action Program. Hiring Managers will not have access to this page, and it will not impact hiring decisions.

DISABILITY:	Are you a person with a disability as covered under the Americans with Disabilities Act? <input type="radio"/> Yes <input type="radio"/> No
AGE GROUP:	Select one ▾
ETHNICITY:  Please check <i>only one</i> choice which best describes your race/ethnicity.	<input checked="" type="radio"/> <b>American Indian/Alaskan Native</b> All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. <input type="radio"/> <b>Hispanic</b> All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. <input type="radio"/> <b>Black (not of Hispanic origin)</b> All persons having origins in any of the Black racial groups of Africa. <input type="radio"/> <b>White (Non-Hispanic origin)</b> All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. <input type="radio"/> <b>Asian or Pacific Islander</b> All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
GENDER:	<input type="radio"/> Male <input checked="" type="radio"/> Female

[Save and Continue](#)[Clear](#)

# Find Your Future in the First State

## Profile

Enter your personal information on this Tab (Questions with a \* next to them are required):

Sup Qu	EEO/AA	Profile	School	Work	Resume	Review	Send	Exit
--------	--------	---------	--------	------	--------	--------	------	------

Profile: You are REQUIRED to Save & Continue this section for EACH application submitted.

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Mailing Address*	<input type="text"/>
City*	<input type="text"/>
State*	Select State or Other <input type="button" value="v"/>
Zip*	<input type="text"/> - <input type="text"/>
Country	<input type="text"/>
Email Address*	<input type="text"/>
Home Phone	<input type="text"/> OK to leave msg? <input type="radio"/> Yes <input type="radio"/> No
Business Phone	<input type="text"/> Ext. <input type="text"/> May we call you at work? <input type="radio"/> Yes <input type="radio"/> No
Cell Phone	<input type="text"/> Ext. <input type="text"/> OK to leave msg? <input type="radio"/> Yes <input type="radio"/> No
Work locations you will	

# Find Your Future in the First State

## School

Enter your education information on this Tab (Questions with a \* next to them are required):

Colleges, Graduate, Professional, Business, and/or Trade School(s) Attended:			
Name and Location	Dates Attended	Major/Minor Subject	Degree Received*
Name of School <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location <input type="text"/>	<input type="text"/>	<input type="text"/>	Choose <input type="button" value="v"/>
Name of School <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location <input type="text"/>	<input type="text"/>	<input type="text"/>	Choose <input type="button" value="v"/>
Name of School <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location <input type="text"/>	<input type="text"/>	<input type="text"/>	Choose <input type="button" value="v"/>
<input type="button" value="Add Another School"/>			
* A degree, as part of the Job Requirements, must have been issued from an accredited college or university in order to meet the Job Requirements.			

Certification/License 1	
Type:	Select License or type other below <input type="button" value="v"/>
Date Issued: mm/dd/yy	<input type="text"/>
Date Expires: mm/dd/yy	<input type="text"/>
Number:	<input type="text"/>
Issuing Agency:	<input type="text"/>
<input type="button" value="Add Certification/License 2"/>	

Other Job-Related Training:		
Course Title	Course Provider	Dates Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Find Your Future in the First State

## Work

Enter your work experience on this Tab:

The screenshot shows a navigation bar with buttons: Sup Qu, EEO/AA, Profile, School, Work, Resume, Review, Send, and Exit. Below this, there are two buttons: "I have employment experiences" and "I have NO employment experiences".

If you have work experience, click [I have employment experiences](#).

If you have NO work experience, click [I have NO employment experiences](#).

Enter your work experience (Questions with a \* next to them are required) :

The screenshot shows the 'State of Delaware Employment Application' form for 'Enter New Job 1'. The form includes fields for: Name of Employer\*, Street Address, City, State (dropdown), Zip, Phone number, Dates of employment\* (From and To), Avg # hrs worked/wk\*, Full- or Part-time\* (radio buttons), No of Employees Supervised\*, Job Title\*, Still employed?\*, Reason for leaving\*, and a text area for Description of primary duties\* (with a 17-line limit).

Click [Save this Job](#) to add this job to your application.

Click [Delete this Job](#) to remove this experience from your application.

Click [Add another Employment Experience](#) to add another job to your application.

Click [I am done with my Job History](#) to move to the next part of the application.

## Resume

## Find Your Future in the First State

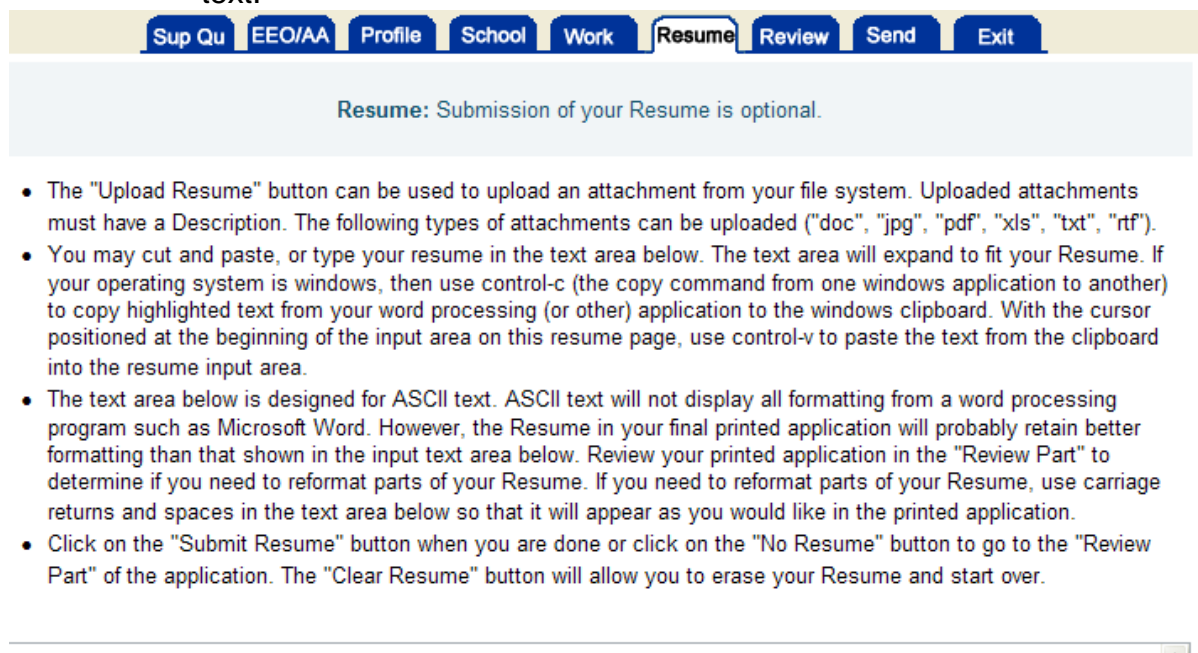
This section of your application is optional but if you want to submit a resume, you should use this tab. Do not e-mail your resume separately.

If you already have your resume in another word processing program (such as Microsoft Word), there are two ways to add it to your application.

Click the "Upload Resume" button and select the file to attach from your computer.

Copy and paste your resume into the space provided.

1. Open your file containing your resume
2. Highlight the resume—a shortcut is to press [Ctrl] and the letter "a"
3. Copy the highlighted text—a shortcut is to press [Ctrl] and the letter "c"
4. Click in the text area and press [Ctrl] and the letter "v" to paste your text.



The screenshot shows a web application interface with a navigation bar at the top containing buttons: Sup Qu, EEO/AA, Profile, School, Work, Resume (highlighted), Review, Send, and Exit. Below the navigation bar is a light blue header area with the text: "Resume: Submission of your Resume is optional." Below this is a large text area containing a list of instructions for uploading and pasting a resume. At the bottom of the text area are three buttons: "No Resume", "Submit Resume", and "Clear Resume".

**Resume: Submission of your Resume is optional.**

- The "Upload Resume" button can be used to upload an attachment from your file system. Uploaded attachments must have a Description. The following types of attachments can be uploaded ("doc", "jpg", "pdf", "xls", "txt", "rtf").
- You may cut and paste, or type your resume in the text area below. The text area will expand to fit your Resume. If your operating system is windows, then use control-c (the copy command from one windows application to another) to copy highlighted text from your word processing (or other) application to the windows clipboard. With the cursor positioned at the beginning of the input area on this resume page, use control-v to paste the text from the clipboard into the resume input area.
- The text area below is designed for ASCII text. ASCII text will not display all formatting from a word processing program such as Microsoft Word. However, the Resume in your final printed application will probably retain better formatting than that shown in the input text area below. Review your printed application in the "Review Part" to determine if you need to reformat parts of your Resume. If you need to reformat parts of your Resume, use carriage returns and spaces in the text area below so that it will appear as you would like in the printed application.
- Click on the "Submit Resume" button when you are done or click on the "No Resume" button to go to the "Review Part" of the application. The "Clear Resume" button will allow you to erase your Resume and start over.

**No Resume** - click to continue completing your employment application without submitting a resume

**Submit Resume** - click to add your resume to your employment application

**Clear Resume** - click to clear the text area



## Find Your Future in the First State

### Review

This section allows you to view your entire employment application. Each part of your application has an **EDIT** button. Clicking that button will open the appropriate section of your application and allow you to make changes.

Click **Ready to Send App** when you are ready to submit your application.

Click **Printing Tips** to make sure your margins are set right for printing.

Click **Print My Application** to print a copy of your application for your records.

### Send

After you have filled in all of your information, and you have reviewed your application, click on the "Send" Tab.

**Note:** Once you have submitted your application **no changes or additional information can be submitted.** The system automatically screens applicants and once this is completed, the responses cannot be changed. For future reference, to ensure that you have sufficient time to review the accuracy of your submission, the DEL system is set up to automatically save your data every time you complete a section by pressing the Save and Continue button. To finish your application at a later time simply click on "My Applications" from the home page and select the application that you need to finish. The application will have a "Finish" symbol at the top to remind you that the application is not complete. Click on this symbol and you will be back in your application and can continue or make revisions. You can then ensure that before you actually submit your final application that it is accurate and complete. Just remember that the application **must be submitted prior to 11:59:00 pm on the closing date.**

## Find Your Future in the First State

Read the Applicant Release of Employment Information and check the boxes that indicate that you agree to the terms and submit your application to the State of Delaware as seen below:

☐ By checking this signature box, I certify agreement with the terms given above for Applicant Release of Employment Information.

☐ By checking this signature box, I certify that I have read and understand the job posting for complete job requirements and conditions of employment as stated. I also certify that this application was completed by me, that all entries on it are true, and that I seek employment under these conditions.

☐ I am knowingly sending in my application to the Office of Management and Budget/Human Resource Management with NO employment experiences listed in the WORK section of the application. (If you wish to add employment experiences to your application before sending it in, click on the "WORK" button above.)

Note: The question above is only asked if you do not enter any employment experiences.

You will receive a confirmation e-mail once your application is submitted.

If you do not receive a confirmation e-mail, you have not successfully submitted your application. Email [jobs@state.de.us](mailto:jobs@state.de.us) or call 302-739-5458 with questions.

Applications submitted using the Online Employment Application are date and time stamped when you press the submit button.

## Find Your Future in the First State

### View or print a submitted application

Click [My Applications](#).

Click on the application you wish to view or print.

Click the "Review" Tab.

Read the printing tips and set your margins. [Printing Tips](#)

Click [Print My Application](#).

# Find Your Future in the First State

## Email Alerts

Email Alerts

The “Email Alerts” icon will allow you to automatically receive e-mail notification when the job titles you selected have an open job posting. Note: This service is good for six months. At the end of six months you will need to sign up again if you are still looking for opportunities.

When you click the icon, you are directed to the page below:

### Create a Job Search Agent

This page enables you to create or modify your **Job Search Agent** profile. Select your search criteria below. You can enter multiple job categories and locations. The Job Search Agent will use all of the items selected below. To choose from all available opportunities, simply leave all checkboxes unchecked. Once you have made your selections, click the save button and you will be notified by email of any requisitions meeting your specified criteria. You must specify at least one search criteria in order to save your agent profile.

Please Note: Not all opportunities have a specified salary range - Choosing the minimum salary requirement may restrict opportunities that are available to you.

Check all occupational groups you wish to include in your Job Search.

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Accounting and Fiscal Services             | <input type="checkbox"/> Administrative and Support Services | <input type="checkbox"/> Agriculture, Natural Resources & Sciences | <input type="checkbox"/> Arts, History & Museum Services  |
| <input type="checkbox"/> Engineering, Planning & Technical Services | <input type="checkbox"/> Food Services                       | <input type="checkbox"/> Health and Safety                         | <input type="checkbox"/> Health Care                      |
| <input type="checkbox"/> Human Resource/Training                    | <input type="checkbox"/> Human Services                      | <input type="checkbox"/> Information Technology                    | <input type="checkbox"/> Labor, Trades & Crafts           |
| <input type="checkbox"/> Land Acquisition/Property Management       | <input type="checkbox"/> Law Enforcement and Public Safety   | <input type="checkbox"/> Legal Services                            | <input type="checkbox"/> Library Services                 |
| <input type="checkbox"/> Marketing/Public Relations                 | <input type="checkbox"/> Nursing                             | <input type="checkbox"/> Research and Analysis                     | <input type="checkbox"/> Supply, Procurement, Contracting |

Submit


Back

Check all boxes

Uncheck all boxes

Select the occupational groups that interest you and click submit to view the job titles. If you want an alphabetical list of all job titles just click submit without any selections.

## Find Your Future in the First State

Search  [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Select Job Groups](#)

**Add All Checked Classes to My Job Search Agent**

Class Title	Yearly Min - Yearly Max	Salary Grade
<input checked="" type="checkbox"/> <a href="#">MABB01 - Accountant</a>	(\$30,518.00-\$45,778.00)	010
<input checked="" type="checkbox"/> <a href="#">MABA02 - Accounting Specialist</a>	(\$26,654.00-\$39,980.00)	008
<input checked="" type="checkbox"/> <a href="#">MABA01 - Accounting Technician</a>	(\$23,283.00-\$34,925.00)	006
<input type="checkbox"/> <a href="#">MDCA01 - Active Treatment Facilitator</a>	(\$23,283.00-\$34,925.00)	006
<input type="checkbox"/> <a href="#">MDCB01 - Activity Aide I</a>	(\$23,283.00-\$34,925.00)	006
<input type="checkbox"/> <a href="#">MDCB02 - Activity Aide II</a>	(\$24,910.00-\$37,366.00)	007
<input type="checkbox"/> <a href="#">MDCC01 - Activity Therapist I</a>	(\$28,522.00-\$42,784.00)	009

Place a check mark next to the job titles of the positions that you wish to receive an e-mail alert. When you have selected all of the job titles that you want, click the blue bar at the top “Add All Checked Classes to My Job Search Agent”

The screen will reflect the Job Titles that you selected:

You have added the following classes:

- ☒ MABA01: Accounting Technician
- ☒ MABA02: Accounting Specialist
- ☒ MABB01: Accountant

Please make sure your POP-UP Blockers are turned off before you click "Finish".

[Continue Searching Classes](#)

[Finish](#)

If you want to add more, click the Continue Searching Classes bar.  
If you are done click Finish.

A pop up window will appear where you will enter your e-mail address:



## Find Your Future in the First State



MABA01 - Accounting Technician  
MABA02 - Accounting Specialist  
MABB01 - Accountant

---

Please provide your contact information.

Email:

Enter the e-mail address and click Next

Another window will open and if you will click subscribe to sign up:

**Confirm your subscriptions listed below**

**Subscriptions:**

MABA01 - Accounting Technician  
MABA02 - Accounting Specialist  
MABB01 - Accountant

Subscription length: 180 days, starting now.



An e-mail confirmation will be sent to you and it will contain an unsubscribe button. Save this e-mail as it is the only way to unsubscribe.

## Find Your Future in the First State

### Update Info

On the Home page you can update your demographic information like phone number, address at any time and it will change the information across all applications when you save.

### My Applications

My applications is how you re-enter an application that you have started or a way to view all of the applications you have submitted.

### Important Tips:

- If you wish to use your answers on the Supplemental Questionnaire(SQ) in future applications, please **save your SQ answers into a word document** before submitting your application. When you start a new application you will be able to cut and paste the answers into the new application from the word document and make any edits. There is no spell check in DEL so you will be able to check spelling and grammar in word before pasting it over into the new application.

## Find Your Future in the First State

- If you wish to copy your answers from a previously submitted application into a new application, log into the old application and copy your answers into a word document as stated above. **Exit completely out** of the old application before logging into the new application. **Do not just minimize the old application** and then try to log into a new application. When you minimize that application and log into the new one, the system will not allow you to submit your new application.
- **If you forget your user ID and/or password, DO NOT create a new profile.** Use the “Forgot User ID or Password” icons or e-mail [jobs@state.de.us](mailto:jobs@state.de.us) for assistance.
- **To change your email address or contact information,** Click the yellow icon on the Home page labeled “Update Info”. Log in and you will be able to change the information and it will update all of your previous applications.

## Find Your Future in the First State

- Make sure all levels of **pop-up blockers are turned off** when using the DEL system.
- When filling out the Supplemental Questionnaire, make sure that you answer all required questions marked by a \*.